

UCPath Faculty Impacts Detailed PowerPoint Deck

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The Goal of UCPath

- Systemwide Goal: To implement a single payroll, benefits, HR and Academic Personnel business system for all UC employees.



Is a pilot campus

- The pluses of being a pilot campus are the ability for us to shape systems to UCR's needs and the fact that our staff become experts in the new system they helped to create.
- The minus is there are always more problems at the beginning of any major implementation.

Why is UC doing this?

- UC's current Payroll Personnel System (PPS) is **OVER 40-years old** and uses technology from the 1960s.
- PPS still uses COBOL computer programming language and few know this anymore.
- The problems associated with maintaining and operating PPS have made replacing it a UCPath a strategic priority.
- The new system will go-live in December. The first visible impact will be in the January paycheck.

```

UCM00B-W132E      AV Online Applications      05/12/17
Main Menu      UserID:

- Employee Data Base -----
  IEDB Central Inquiry      --- PSM Subsystem
  IEDB Departmental Inquiry --- PSM PSM Services Menu
  EEDB EOB Entry/Update     --- Payroll Time Reporting
  IODC Employee Documents  --- ETRF TRF Entry/Update
  --- Payroll Audit Record --- IDIC Dept Time Collect
  IDPR Inquiry             --- EDAT Dept Adj Trans
  --- History Data Base ---- SPDL Special Processes
  IEDB Record Inquiry/Update --- CSER Subsystem
  IHIS Personnel History    --- EFCR Encumbrance Entries
  IHAR History Documents   --- ID Number Subsystem
  INTX Tax Withholding     --- IDNR ID Numbers Main Menu
  --- Employment Verification --- System Administration
  IVER Verification        --- UCRA Entry/Update

Next Func: ID: Name: SSN:

F: 1=Help      4=Print      12=Exit
    
```

```

PP10CB-1188Z      AV Dept Time Rptng      05/12/17 11:28:35
Time Coll. Selection Criteria      UserID: RYFB07P

Report Selection (select one):
Check List: Roster: g
Selection Criteria:
Home Department Code:
AcctAct/F1/10/09/PPS
Compute Process (select one):
C Last Day to Enter Time      Pay Date      Pay End      Pay Cycle
05/11/17      05/11/17      05/06/17      B2
04/27/17      05/03/17      04/22/17      B1
04/25/17      05/01/17      04/20/17      MD
04/19/17      04/19/17      04/09/17      B2
03/28/17      04/05/17      03/25/17      B1
03/24/17      03/24/17      03/31/17      MD
03/18/17      03/22/17      03/11/17      B2

Next Func: ID: Name: SSN:
Pay Cycle: Pay End:

F: 1=Help      3=Print Menu  4=Print
F: 9=Jump      12=Exit
    
```

```

Actions Options Commands Features Help
KLSVSEL1      UCCNET CL/Supersession Main Menu      More: +

Select sessions with a "/" or an action code.

Session ID  Description                                     Type      Status
-----
CICSPP5    CICS RIVERSIDE PROD                             Multi
CICSPP6    CICS RIVERSIDE TEST                             Multi
CICSPP7    CICSSTDP - SD TEST REGION                       Multi
CICSPP8    CICS SANTA BARBARA TEST                         Multi
CICSPP9    CICS IRVINE PROD                                Multi
CICSPP0    CICS IRVINE TEST                                Multi
CICSPP1    CICS SANTA CRUZ PPS PRODUCTION                 Multi
CICSPP2    CICS SANTA CRUZ PPS TEST                       Multi
CICSUCRS   CICS UCRS PROD                                  Multi
CICSX     TEST CICS ON DOG                                Multi  Unavailable
QMB1     UCC MVS01 OMEGAMON                              Multi  Undefined
VPSS     VTPOPER (PASSTHRU/MULTSESS)                     Multi

Command ==> UC9B/L30TAAEB
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action
    
```

What are some of the benefits?

- Standardized processes reduce the chance of errors/misunderstandings and...

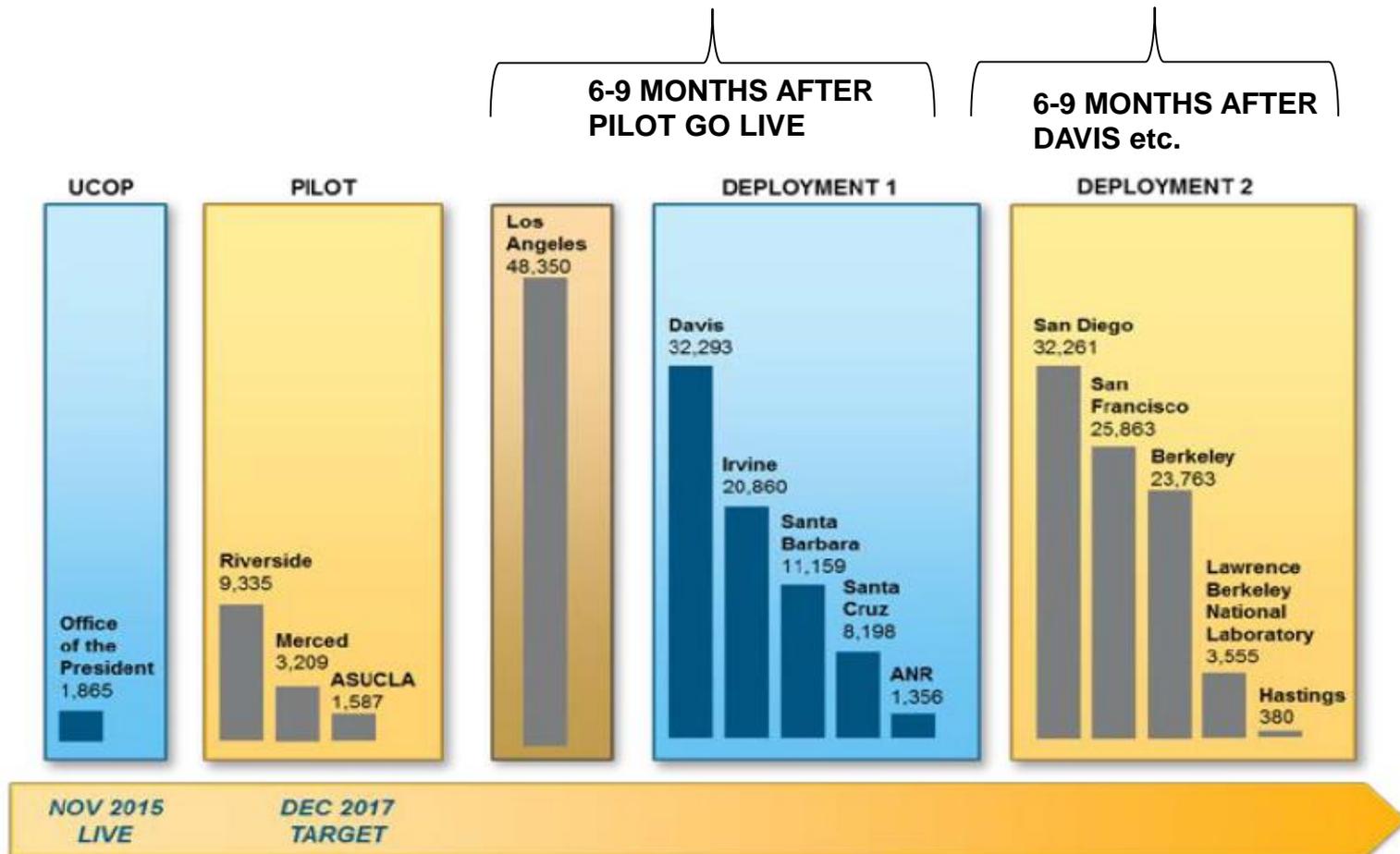
Increase efficiency = **less time for staff and faculty spent on back and forth for information between offices on campus**

Allow UCOP to gather data to inform their actions without having to request from campuses = **less staff time spent on this**

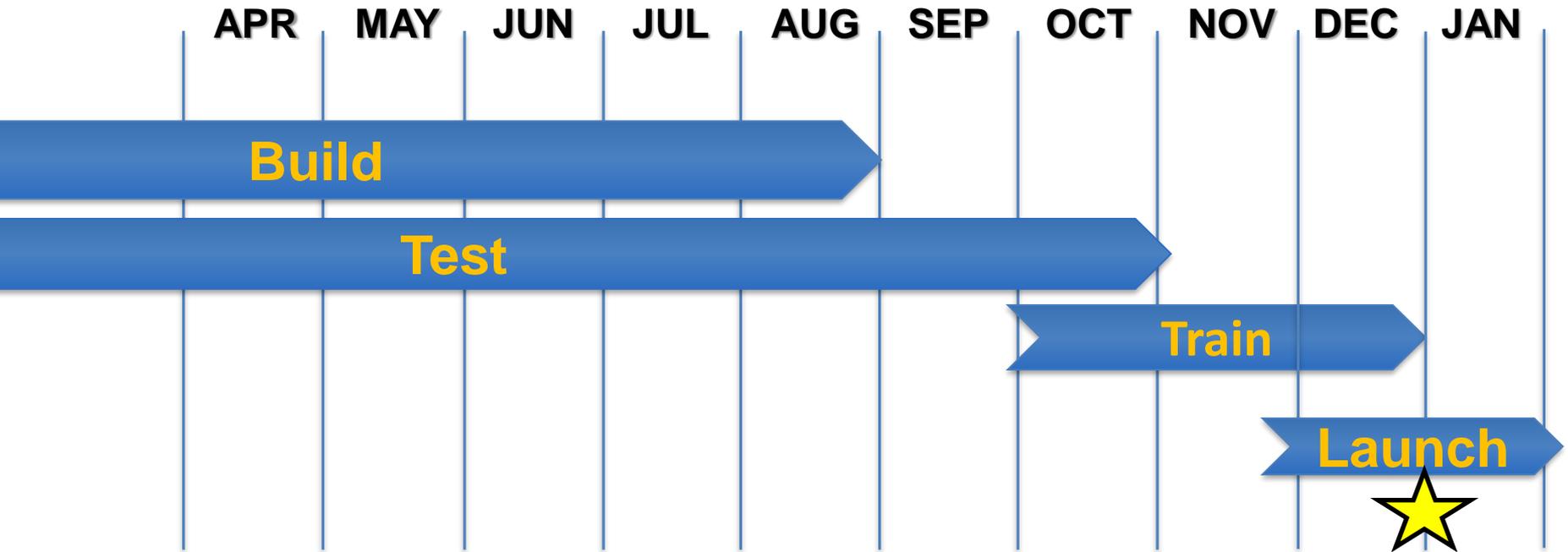
Reduce costs to UCR from grievance settlements/lawsuits = **more funds for other things**

Provide built-in safeguards = **prevent loss of Federal or State funds that support research and teaching**

UCPath “Go Live” Sequence



What is the upcoming UCR schedule?



The new system will go-live in December. The first visible impact will be in the January paycheck

Who will support the campus and interact with UCPath?

- The following 4 Shared Service Centers

Shared Service Center	Supporting
Citrus	UNEX, Grad Division, Library, Student affairs, Palm Desert
Harvest	CNAS, CHASS, RED, UCMEXUS, Academic Senate
POSSC	BCOE, GSOE, SoBA, SPP
R'Shared	BAS, SOM, Chancellor/Provost, Advancement, Planning and Budget, Academic Personnel, International Affairs, Undergraduate Education, Athletics, C&C,



**7 processes are
changing that
feed into UCPath**

Position Management

A “position” is a place holder in an organization, independent of any particular employee. Position data include organizational unit, department, to whom position reports, FTE, job code, position funding, etc.

FAU (Payroll Funds)

FAU Management is the series of tasks and activities required to modify FAUs to which payroll expenses are charged. FAU management for non-payroll purposes not included

Onboarding (Hiring)

Includes employment activities such as new hire paperwork, benefits, I-9, parking, Oath, and other new hire activities.

Time & Attendance

Captures data regarding time worked, leave taken, monitors accuracy and completeness of data.

Salary Cost Transfer

Salary Cost Transfer is the **reassignment of** payroll expenses from one FAU to another.

Extended Leave Administration

Extended Leave Administration validates an employee's eligibility for leave, designates the appropriate leave, manages the employee's leave and leave status at the end of employment.

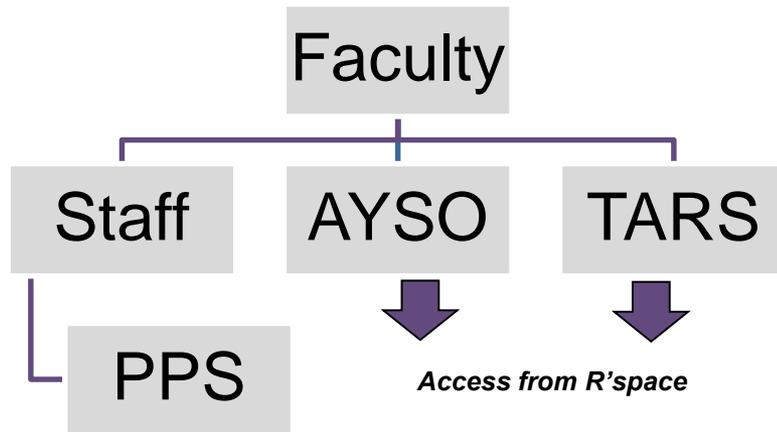
Offboarding (Resignations and Retirements)

Offboarding begins with the decision to end the current employment (by either the employee or university) and ends with confirmation that the employee has been separated or transitioned (e.g. emeriti faculty). Also updates access to systems and facilities and ensures outstanding university and employee obligations are settled.



**There are two direct
access points to the
new systems for all
UCR employees**

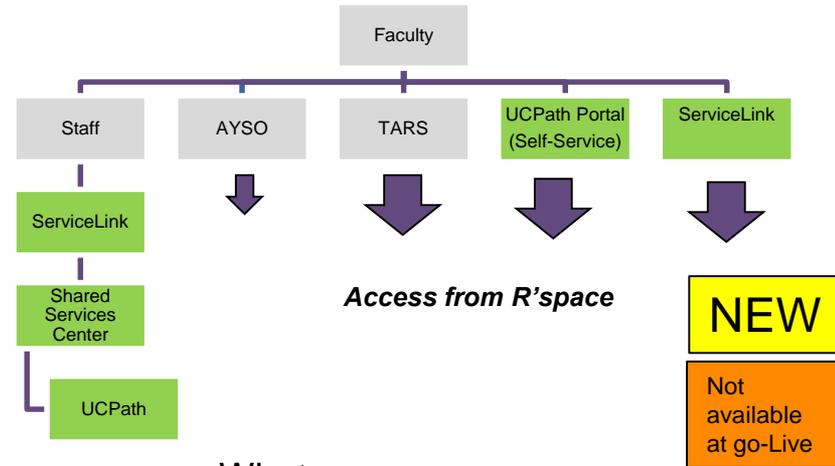
Current



What can you access:

At Your Service Online (AYSO)
Personal Data
Benefits
Earning statement
Direct Deposit (Only 1 bank)
UCR Quick links
Retirement and Savings

Future



What can you access:

UCPath Portal	ServiceLink (Optional)	AYSO
Personal Data	PI has the option to change/update payroll funds in ServiceLink.	Past Paychecks
Benefits	PI has the option to enter Salary cost transfer request.	Retirement and Savings
Earning statement		
Direct Deposit (3 banks)		
Sabbatical credits		
Quick Link to the My UC Retirement webpage		
Information about direct reports		Beneficiary information

Note: Time and Attendance Reporting System (TARS) is used to approve staff leave time and to record leave accruals. Faculty who supervise employees and accrue leave time have direct access.

UCPath Portal

The image displays the UCPath Portal interface, which is part of the R'Space system. The top navigation bar includes links for Home, Add Homepage Features, Phone Book, Feedback, iConfirm, Security, iShare, Acct. Report, and A-Z In. The main content area is divided into several sections:

- Authorized Applications:** A list of services including At Your Service Online, Banner Student Information System, eBuy – UCR Purchasing System, **UCPATH Portal** (highlighted with a red box and arrow), UCR Library, and UCR ServiceLink.
- Tools:** A list of resources such as R'Projects: Project Intake, Zimride, UC Learning Center (LMS) Support, Policies and Procedures, Trouble Tickets, and Encumbrance Tools & Tips.
- UCR ServiceLink Portlet:** A section for user support, featuring a search bar, a user profile for Elaine McKittrick (Educational Institution Curator), and various service links like Dashboard, Employee Actions, Forms Library, Quicklinks, and Help.
- UCPath Dashboard:** A personalized dashboard for Elaine McKittrick, showing the next paycheck date (April 27), vacation hours accrued (225.34), sick hours accrued (16.55), and quick links to view payroll, benefits, retirement info, and accrual balances. It also includes sections for Personal Information, Health & Welfare, and Income & Taxes.
- Notices & Updates:** A section for announcements, currently displaying W-2 Reminders for March 29, 2017.

ServiceLink

The screenshot shows the R'Space portal interface. At the top, there is a navigation bar with links: Home, Add Homepage Features, Phone Book, Feedback, iConfirm, Security, iShare, Acct. Report, and A-Z Index. Below the navigation bar, there are two main sections: "Authorized Applications" and "Tools".

Authorized Applications:

- > At Your Service Online
- > Banner Student Information System
- > eBuy – UCR Purchasing System
- > UCPATH Portal
- > UCR Library
- > **UCR ServiceLink** (highlighted with a red box)

Tools:

- > R'Projects: Project Intake
- > Zimride
- > UC Learning Center (LMS) Support
- > Policies and Procedures
- > Trouble Tickets
- > Encumbrance Tools & Tips

The "UCR ServiceLink Portlet" is visible on the right side of the page. It features the UCR ServiceLink logo, a search bar with the text "How can we help you?", and a "Launch Full View Now" button. Below the search bar, there are several links for common issues: "My device is not compliant", "I lost my device", "How do I connect to UCR wi-fi?", "Two-step authentication help", "I forgot my password", "How do I share a calendar?", "I can't log in to my email", "I can't log in to my device", and "My Clicker is not working".

The screenshot shows the full view of the UCR ServiceLink portal. At the top, there is a navigation bar with links: Home, Get Help, Service Alerts, Request Something, Browse Knowledge, and Hello, Cassandra. Below the navigation bar, there are four main sections: "Information Technology", "Human Resources/Academic Personnel", "Finance", and "Facilities".

Information Technology:

- Submit Support Ticket
- Request Something
- Knowledge Base
- Hardware Support
- More Services

Human Resources/Academic Personnel:

- Onboarding
- Offboarding
- Extended Leave Administration
- Position Management
- More Services

Finance:

- Submit Support Ticket
- Initiate FAU Change
- Request New FAU
- Request ProCard
- More Services

Facilities:

- Submit Support Ticket
- Project Request
- Report Facility Issue
- View Active Projects
- More Services



What are the impacts to Faculty?

Writing a grant?

- Instead of having to ask a staff person for help, you will be able to access information about salary and benefits for positions in your group directly and 24/7.



Thinking of taking a sabbatical?

- Instead of having to ask Dean's staff, you can check your sabbatical accrual online.

Want to use multiple banks?

- Currently you can only ask for direct deposit to one bank. The new system will allow you to use more than one bank for direct deposit.



Need to help out your direct report?

- Currently you would need to ask a staff person for assistance to address a benefits issue for someone out on sick leave. The new system will allow you to do this directly.

Need to approve leave reporting?

- Currently done manually for most postdocs etc. Will all be online with reminders to postdoc and approver.

Don't like to do this yourself?

- You will be able to delegate to lab manager or other suitable alternate.

What if there is an error in reporting?

- Currently, you would need to work through a staff person. The new system will allow you to go in and correct.

Need to change the FAU that pays your postdoc or tech etc.?

- Currently you need to send an email to a staff member. In future, you will be able to initiate the change directly.

Need to change an FAU charge after the fact?

- Currently need to ask a staff member. In future, you will be able to initiate change directly.



These features will not be available at Go-Live

Need to update your personal benefits profile?

- Currently you need to work with a staff person to register a marriage or birth of a baby etc. In the future will be able to update directly.



Hiring someone new?

- Currently there may be several places they need to visit to complete the onboarding process. In future for items all employees need to complete, this will all be done in one place. Includes paperwork, Oath, I-9, parking permit, aspects of background check (where applicable). This will be in a shared service center.

Obviously, for items such as keys and job-specific training, this cannot be done centrally



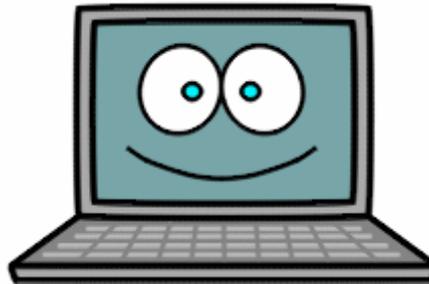
Where do they park while this happens?

- All new employees will be sent a 15-day parking pass as part of their appointment letter.



Hiring someone new?

- Time between offer letter and start date will be reduced.
- Email and net ID will be available on day 1 – there will still be the ability to go through a pre-hire process to obtain these earlier for LMS trainings.



What can someone like your postdoc do?

- All academic employees will have direct access to their payroll and benefits information.
- They will enroll in benefits directly through UCPath (currently through At your service).
- They can directly update their personal profile (e.g. birth of a baby).

Any other Benefit?

- Your seminar speaker will be paid more rapidly

What might we miss?

- Processing of some complex transactions such as changes in multiple FAUs for payment of salary will take longer since they will go through both shared services and UCPath.
- Supervisors will have less time to approve timesheets of readers/tutors and non-exempt academics who are paid biweekly.
- The current degree of flexibility to cut a check when necessary (e.g. mistakes in payment).
- It will not be possible to forget to tell someone you have hired a postdoc and then have them get paid at the normal time!
- There will need to be careful monitoring of funds since UCPath will not end a position when the fund expires.

Things to keep in mind for your staff support

- Your staff support will have to learn new systems.
- Be patient and understanding.
- Communicate with your staff well in advance because some processes will take longer to complete.

Additional resources

- Academic Website: www.ucrpath.ucr.edu
- Information you will find on the website:
 - Faculty FAQ's
 - Step by Step instruction on new processes
 - Contact Information (You will be contacting the person you contact currently)



If you have questions, concerns or comments, please email:
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Alexandra.Rollins@ucr.edu Academic Personnel Business Analyst and OCM Lead